PhotoSuite SE ™

Version 1.0

Idea Guide

MGI Software Corp.

MGI PhotoSuite SE Idea Guide

Copyright © 1993-1996 MGI Software Corp., All Rights Reserved.

The use and copying of this product is subject to the Software License Agreement (see On-Line Help Contents, "License"). Any other use is prohibited. No part of this publication and/or databases may be reproduced, transmitted, transcribed, stored in a retrieval system or translated into any language in any form by any means without the prior express written permission of MGI Software Corp. Information in this manual and/or databases is subject to change without notice and does not represent a commitment on the part of the vendor.

Federal copyright law permits the purchaser to make one backup copy of this software for archival purposes only and for the purchaser's personal use only. Any other duplication of this software, including copies offered through sale, loan, rental or gift is a violation of law and subject to both criminal and civil penalties. MGI Software Corp. supports the industry's efforts to fight the illegal copying of personal computer software.

MGI PhotoSuite and MGI PhotoSuite SE are trademarks of MGI Software Corp. Microsoft, the Microsoft logo, Microsoft Explorer logo and Windows 95 are trademarks of Microsoft Corporation. Netscape logo and Netscape Navigator are trademarks of Netscape Communications Corporation. All other product names are copyrights and registered trademarks and/or tradenames of their respective owners.

97-04 PSREF80

1. Introduction 6
Welcome to the World of PC Photography! 6
1.1 Creative Things You Can Do 6
1.2 Getting Started 9
1.2.1 System Requirements 9
1.2.2 Installation 9
1.2.3 How to Register 10
Why Register? 10
2. Tutorial 11
2.1 Taking Better Photos 11
Start with a Clean Lens 11
When is the Best Time to Shoot Outdoors? 11
Short Subjects? Get Down! 12
Stay in Focus 12
Going Lighter or Darker 12
Better Indoor Pictures in a Flash! 13
Get the Red Out 13
2.2 Putting Photos on Your Computer 13
2.2.1 Getting Your Photos on Disk 13
From a Hard Drive or Floppy Diskette 14
2.2.2 From a Digital Camera 14
2.2.3 From a Scanner 14
2.2.4 From a CD 15
2.3 MGI Activity Guide 16
2.4 MGI Photo Editor 17
2.4.1 Button Bar 17
2.5 Tool Bar 19
2.5 Detailed descriptions of some icons in the Tool Bar: 22

2.5.1. Freehand Select....22
2.5.2 Smart Magic Wand....22
2.5.3 Clone Tool....22
Need Help?....23
3. Fun with Your Photos....23
3.1 How to Create a Photo Album....23
3.2 How to Create a Photo Calendar....24
3.3 How to Create a Photo Greeting Card....25
3.4 How to Create a Photo Sports Card....25
3.5 How to Create a Magazine Cover....26
3.6 How to Resize Photos to fit a Frame....26
3.6.1 Manual Adjustment....26
3.6.2 Auto Fit....26
3.6.3 Auto Fill....27
3.7 Add a Picture Frame....27
3.8 How to Turn your Photo into a Coloring Book....27
3.9 How to Turn your Photo into a Cartoon....28
3.10 How to Turn your Photo into an Oil Painting....28
3.11 How to Create a Body Switch....28
3.12 How to Add Word Balloons....29
3.13 How to Add Props....30
3.14 How to Add Text Captions....31
3.15 How to Repair Cracks or Remove Objects from Photos....31
3.16 How to Remove Red Eye....32
3.17 How To Adjust Brightness....33
3.18 How To Enhance Colors....33
3.19 How to Change Your Photo's Layout....34
3.19.1 Photo Size....34

3.19.2 How To Change Photo Orientation 34
3.19.3 How to Trim an Area of Your Photo 35
3.20 Use Your Photos to Create Great Flyers and Advertisements .35
3.21 Use Your Photos to Create A+ School Projects.....35
3.22 Use Your Photos to Create Powerful Business Presentations..36
3.23 How to Put Your Photos Into Windows Wallpaper.....37
3.24 How to Put Your Photos Into a Windows Screen Saver.....37
3.25 Printing 37
4. Photos and the Internet.....38
4.1 How to Get (download) a Photo From the Internet.....38
4.2 How to Put a Photo on the Internet 38
4.3 How to Make MGI PhotoSuite SE Your Internet Image Viewer.39
5. How to Get Technical Support 39
6. How to Order your MGI PhotoSuite 8.0 Upgrade 40

1. Introduction

Welcome to the World of PC Photography!

Experience photography in new and exciting ways – with MGI PhotoSuite SE it's so easy and fun for you and your family to get creative and make your treasured photographs even more special!

Using MGI PhotoSuite Starter Edition (SE), you can transform or enhance the pictures you take by altering colors, making collages, and more. Put your photos into frames, like posters, calendars and greeting cards. You'll see your photos in a whole new light. Out of a frame and into a screen saver, or into a school science report, or wherever you'd like them to be. Surprise yourself, impress your friends, and create your own exciting new photo collection!

1.1 Creative Things You Can Do

There are many ways to take advantage of having your photos on your computer. Here are some examples of what you can do with MGI PhotoSuite SE:

Use word Balloons to make your pictures worth 1000 & 1 words

Make your photo look like an oil painting. Voilà, a masterpiece!

Create calendars with your photos in them

Make a poster to find your lost cat or sell your home

Create a magazine cover with your face on it

Create personalized cards for special occasions

Create your own Rookie card
in the sport of your choice

Create a crazy
photo collage

1.2 Getting Started

1.2.1 System Requirements

This is the hardware and software you need to get your MGI PhotoSuite SE up and running:

- DX 33 or better
- Windows 3.1, Windows 3.11 or Windows 95
- Minimum 8 Megabytes of RAM
- Minimum 2 to 38 Megabytes of Hard Drive space, depending on your version of MGI PhotoSuite SE
- Super VGA Monitor
- At least 256 color video

1.2.2 Installation

It's easy to install MGI PhotoSuite SE!

1. Insert the CD into your CD-ROM drive.
2. Select your CD drive.
3. Run the program “Setup.exe” by double clicking on this file. A message, “Setup is initializing. Please wait” will appear on the screen.
4. Follow the step-by-step instructions on how to install MGI PhotoSuite SE to your hard drive.

1.2.3 How to Register

Don't forget to register your copy of MGI PhotoSuite SE. You'll find your product code number by selecting Help from the menu bar and choosing "About MGI PhotoSuite SE." Registering is easy.

You can choose online registration by clicking on the Help menu. Choose "Register MGI PhotoSuite SE" and then follow the onscreen instructions. When prompted, type in the product code number of your MGI PhotoSuite SE.

Or, you could choose to register by mail, postage paid, by simply filling in the registration card provided with this guide and sending it to us.

Remember to record the product code number of your MGI PhotoSuite SE software in a safe place like the inside cover of this Idea Guide. You will need this number for Customer Support and to take advantage of special upgrade offers.

Why Register?

You will receive great benefits when you register your MGI PhotoSuite SE!

By registering, you will receive online technical support through Internet email or by fax. By becoming an MGI member, you'll also get the latest information on product news, contests, promotional discounts, product tips and more. So there are many reasons why it's a good idea to register your MGI PhotoSuite SE right away.

2. Tutorial

2.1 Taking Better Photos

There are so many things you can do with MGI PhotoSuite SE. Now taking your photographs is just the beginning – when you start with clear, well-composed photos, your MGI PhotoSuite SE enhancements will be truly spectacular. It takes just a minute to set up a good shot. Here are a few basic tips for new photographers:

Start with a Clean Lens

That may sound obvious, but surprisingly, it's the one thing many people don't consider when they are taking pictures. Even though the lens may look clean, take an extra moment to really make sure it is as clean as possible. Even the tiniest speck of dirt, smudge of sunscreen, or fingerprint can ruin what might have been your most spectacular shot! So take care of your camera with lens cleaner, lens cleaning tissue, a lens cleaning pen, or optical cleaning cloth. And remember, never use regular cleaning tissue on your camera lens.

When is the Best Time to Shoot Outdoors?

The least effective time of day to take outdoor photos is high noon, when the sun is at its strongest and brightest, casting harsher shadows and contrasts. The best times to take outdoor photos are in the early morning and late afternoon hours. These are the times when the sunlight is softer, casting longer shadows, and enhancing your subjects with a warm, rosy glow.

When you are composing a picture, consider the “Rule of Thirds”, particularly for showing depth and balance in landscape photographs. Just mentally divide the view you see through the lens into thirds, and put your primary subject in the first or last third of your frame, balancing the rest of your photo with the two remaining thirds.

The Rule of Thirds. The first or third boxes contain the primary view.

Short Subjects? Get Down!

The next time you photograph pets, children or other small subjects, try taking the shot from a new perspective. Keep the lens at their eye level by crouching down to get the shot. You'll notice a big difference.

Stay in Focus

Avoid taking blurred or out-of-focus shots by locking in (with an auto-focus camera) on the part of the shot that you want to be the sharpest. Hold the camera with both hands, squeezing the shutter button gently. Remember, faster films allow you to freeze action (such as a swimmer's dive) and require less light than slower film.

Going Lighter or Darker

If your photos appear too light, next time try standing further back when using a flash. If your photos appear too dark, use a flash, and try standing closer to the subject. When shooting with a flash, you should stand between 5 and 12 feet from your subject. Remember, always to wait for the “flash ready” signal before taking the next picture.

Also, make sure the film you're using is the appropriate one for the image you want to capture. For example, for many bright outdoor shots, choose 100 ISO (ASA); for most indoor shots and other outdoor shots, 200 ISO is best; and for indoor or outdoor shots where conditions are darker or when you want to capture fast action (such as auto racing), a 400 ISO film might work best.

Better Indoor Pictures in a Flash!

Did you know that if your subject appears too dark, it may be because you are photographing it beside a brighter light source such as a window or lamp? Remember, the camera reacts to the brighter background, so use your flash in such circumstances to avoid leaving the subject underexposed.

Get the Red Out

You can do something to prevent “red eye” effect when you take your photos. If there is enough existing or natural light, try taking pictures without using a flash. Other tricks you can do include having your subjects look off to one side instead of directly into the camera, or you can turn up the room lights when taking flash photos to reduce the size of your subject's pupils. If you still get “red eye”, simply remove it using the tools in MGI PhotoSuite SE.

2.2 Putting Photos on Your Computer

2.2.1 Getting Your Photos on Disk

Before you are ready to begin work on your photos with MGI PhotoSuite SE, they need to be converted into a digital format that your computer can use. There are many ways to get your photos or any other images you want to use onto your computer. Retrieve photos from your hard disk, floppy diskette, digital camera, scanner, CD-ROM, or directly from the Internet.

Here are some of the ways you can get your images on your computer and into MGI PhotoSuite SE:

From a Hard Drive or Floppy Diskette

Use the Open File button to open photos you have already saved on your hard disk, or click on Open from the File menu. Choose the file you want and click Open (if you don't see the file you want, click “Find” and type the file name).

2.2.2 From a Digital Camera

Follow the instructions provided with your digital camera on the procedures for taking digital photographs and saving to your computer's hard drive or to floppy diskette. Once you have saved the photo you want, simply follow the instructions for bringing in an image from a hard disk.

CD-ROM

Digital Camera

Floppy or Hard Disk

Scanner

2.2.3 From a Scanner

Follow the instructions provided with your scanner on the procedures for scanning images and saving to your computer's hard drive or to floppy diskette. Once you have saved the photo you want, simply follow the instructions for bringing in an image from a hard disk.

2.2.4 From a CD

You can buy photo content stored on a CD-ROM or have your own photographs transferred to CD by your photo developer, and then work with them in MGI PhotoSuite SE.

1. Insert the CD into your CD-ROM drive.
2. Click on the Open File Button or choose Open from the File menu.
3. Choose the drive letter which represents your CD-ROM.
4. You can browse the CD and open the photo of your choice.

Some versions of MGI PhotoSuite SE do not support Kodak Photo CD (.PCD) import. If your version does not, and you wish to import PCD files from CD, please see section 6. for information on how to upgrade to MGI PhotoSuite 8.0

2.3 MGI Activity Guide

The MGI Activity Guide is your window into MGI PhotoSuite SE's full range of creative photo enhancement options and it is the starting point for selecting all of your photo activities. Get ready for an amazing creative journey in which you are the artist, cartoonist, designer and photo editor!

The MGI PhotoSuite SE Activity Guide takes you through the steps to get creative with your photos, making your own greeting or sports cards, calendars or magazine covers. Have your friend appear in a calendar and send it as a gift. Select the photo you want to work with and have fun adding text or painting over it, or by using any of the amazing special effects that appear under Fun in the menu bar or on the button bar.

The activities are:

Get Your Photos - This allows you to transfer photos from disk to your computer.

Edit or Enhance Photos - This takes you to the MGI Photo Editor, where you have access to all the tools you need to manipulate and enhance your photos.

View Photo Album - This takes you to your photo album to see your photos.

View a SlideShow - This lets you see your photo album in a slide show.

Print Your Photos - This allow you to print your photo.

Create Sports Card - This lets you put a photo of your choice into a Sports Card.

Create a Greeting Card - This lets you put a photo into a Greeting Card.

Create a Calendar - This lets you put a photo of your choice into a Calendar.

Create a Magazine Cover - This lets you put a photo into a Magazine Cover.

Fun With Your Photos! - This option calls up a dialog giving you more fun with your photos.

WARNING !

Whenever you make changes to the image make sure to save it under a new filename using “Save As” under the File menu. Otherwise you could lose the original copy of your photo.

2.4 MGI Photo Editor

This is your primary photo editing and enhancement desktop - the menus for all MGI PhotoSuite SE functions. The MGI Photo Editor offers several menu bars. There is a Button Bar, along the top of the screen, and a Tool Bar, along the left side of the screen, where functions are represented by graphic icons for quick at-a-glance selection. See the Quick Tour for descriptions of these features. Notice also the Menu Bar at the very top of your screen display (above the Button Bar). Many of the actions you can select from the Button Bar (such as Open File) are also accessible from the word list on the top Menu Bar.

2.4.1 Button Bar

The Button Bar appears as a series of buttons or icon across the top of your screen and is a handy shortcut for reaching many frequently used features. Select, manipulate and enhance your images using the Button Bar. You can also access the same functions by selecting them from the Menu Bar, located above the Button Bar on the top of your screen.

Open Image

Opens the photo you want to use.

Save Image

Saves the image after you've made changes you want to keep.

Print Image

Prints the active screen image on the printer connected to your computer or network.

Cut

Cuts out a selected image or area.

Copy

Copies a selected image or area to the clipboard for future use.

Paste

Adds selected images or areas to any photo.

Mirror Image

Flips the entire photo or just a selected area.

Rotate Clockwise

Moves the entire photo or selected area 90 degrees.

Change Brightness

Alters the brightness level.

Image Enhance

Adjusts the level of contrast.

Cartoonize

Applies a funny Cartoon Effect to your photo or selected area.

Coloring Book

Turns your photo into a black and white outline, like a page in a

coloring book.

Oil Painting

Turns your photo into a stunning work of art.

Zoom In

Brings you closer and shows more detail with each mouse click.

Zoom Out

Allows you to step back and see a bigger picture with each mouse click.

Normal View

Shows the picture in its actual size.

View Photo Album

An at-a-glance view of your stored photos.

Start Slide Show

Presents your album photos in sequential order.

Activity Guide

Where the fun begins! Activity Guide lets you exercise your creativity.

2.5 Tool Bar

The Tool Bar presents the range of options available to you for selecting, drawing, painting, writing, etc. on specified areas of your photos.

Select by Ellipse

Chooses an oval shaped area.

Select by Rectangle

Chooses a rectangular area.

Select by Freehand

Chooses an irregularly shaped area.

Select by Magic Wand

Selects area when scribbled over area's surface.

Draw Filled Ellipse

Draws a filled oval shaped area.

Draw Hollow Ellipse

Draws a hollow oval shaped area.

Draw Filled Rectangle

Draws a filled rectangle.

Draw Hollow Rectangle

Draws a hollow rectangle.

Draw Filled Rounded Rectangle

Draws a filled, rounded rectangle.

Draw Hollow Rounded Rectangle

Draws a hollow, rounded rectangle.

Draw Filled Polygon

Draws a filled irregular shape with as many sides as you want.

Draw Hollow Polygon

Draws a hollow irregular shape with as many sides as you want.

Draw Straight Line

Draws a straight line as long as you want.

Freehand Draw

Draw whatever you wish on the screen.

Flood Fill

Fills a one-color area with another color.

Add Text

Allows you to write your own captions, headlines, etc. right on your photo.

Eyedropper

Allows you to pick a color from your photo and use it as a primary drawing color.

Clone Tool

Copies one area to another area on your photo. Useful for repairing damaged areas or covering unwanted objects.

Pen Settings

Allows you to choose the pen shape and size you prefer. Note: The pen size you choose will be used for all the other drawing tools.

Foreground/Background Colors

Shows the foreground color currently in use on the left and the background color in use, under it, on the right.

2.5 Detailed descriptions of some icons in the Tool Bar:

2.5.1. Freehand Select

Freehand Select allows you to choose an irregularly shaped area.

To draw a straight line polygon (irregular shape), simply click once on the left mouse button, for each line in the shape around the area you want. When finished drawing, click once on the right mouse button.

To draw a curved shape freehand, click on the left mouse button and hold it down as you move the mouse around the area you've selected. When you have outlined the shape, click on the right mouse button to seal it.

After you have outlined your straight line or curved shape, click inside the outlined area and you can move the image wherever you wish.

2.5.2 Smart Magic Wand

The Smart Magic Wand is a special tool that targets areas of similar color, to select an entire area.

Move the wand to the area of the photograph you want to select, scribble over the area with the left mouse button held down, and when you release the mouse button the wand will create a copy of the area.

For example, you could select only a cloud in a landscape photo, by scribbling with the Smart Magic Wand over part of the cloud's surface. The entire cloud will then be copied (provided the color was fairly uniform to begin with). The Smart Magic Wand is also ideal for removing red eye from your photos! See the section on “How to Remove Red Eye.”

2.5.3 Clone Tool

This tool copies a selected color from one area of your image to another.

This tool is especially effective for repairing damaged photos.

Click on the clone tool, and then on the area of the image you want to clone. This is usually a specific area of a photo (such as a background or texture) you wish to copy to another area. The tool appears on the photo as a large “+”. Click on the mouse and you'll see a second flashing “+” to indicate the area you will be copying. Decide where you want to copy to, and move the large “+” to that location. Click and hold while you move the mouse. You are now cloning the area under the flashing “+” to the large “+”. You can copy as much of the original image as you wish, simply by moving the large “+” around the new area and using the flashing “+” as a guide to indicate how much of the original image you want to copy. Remember to adjust the Pen Setting size to obtain the best results. This is an ideal method for repairing damaged photos or removing unwanted objects (see section 3.15).

Need Help?

If you have any questions about these functions or about any other MGI PhotoSuite SE features, simply consult the online help. Use the Help menu and select Contents. If you have more questions, you can visit our home page at http://www.mgisoft.com.

3. Fun with Your Photos

3.1 How to Create a Photo Album

When you create a PC photo album you have an at-a-glance view of the photos you want to work with in MGI PhotoSuite SE. It's a great way to quickly capture and view the photos you want instead of sifting through a directory of filenames.

1. From the Activity Guide, click on “Get Photos from Disk or Floppy”. You will see the “Insert Photos into Album” dialog box.
2. Choose the drive and directory where the photos are located. Highlight only the photos you want for the album. Select them all instantly by clicking on the first one, holding down the shift key and clicking on the last image.
3. Click on “OK” and create your own photo album, complete with all stored photos.
4. You can save your Album under “File” then “Save” from the menu bar.

3.2 How to Create a Photo Calendar

1. Select “Create a Calendar” in the Activity Guide.
2. Select a photo from your photo album, or click on Select from Disk or Floppy. Once your selected photo appears on the screen, you'll notice it appears within a calendar frame.
3. Choose a Calendar from the left hand selection menu.
4. Adjust the size of your calendar photo by clicking and dragging the corner of the photo. For more information, see “How to Resize Photos to Fit a Frame.”
5. Choose print to make a printout.

3.3 How to Create a Photo Greeting Card

1. Click on “Create a Card” in the Activity Guide.
2. Then select a photo from your photo album, or click on Select from Disk or Floppy. Once your selected photo appears on the screen, you'll notice it appears within a Card frame.
3. Choose a card from the left hand selection menu by clicking on the card you want.
4. Adjust the size of your Card photo by clicking and dragging the corner of the photo. For more information, see “How to Resize Photos to Fit a Frame.”
5. Choose print to make a printout.

3.4 How to Create a Photo Sports Card

1. Click on “Create a Sport Card” in the Activity Guide.
2. Then select a photo from your photo album, or click on Select from Disk or Floppy. Once your selected photo appears on the screen, you'll see that it appears within a hockey, football, or baseball frame.
3. Choose the sport you want from the left hand selection menu.
4. Next, adjust the size of your Card photo by clicking and dragging the corner of the photo. For more information, see “How to Resize Photos to Fit a Frame.”
5. Choose print to make a printout.

3.5 How to Create a Magazine Cover

1. Click on “Create a Magazine Cover” in the Activity Guide.
2. Select a photo from your photo album, or click on Select from Disk or Floppy. Once your selected photo appears on the screen, you'll see that it appears within a magazine cover.
3. Choose the cover you want for your card from the left hand selection menu.
4. Adjust the size of your photo by clicking on the corner of the photo. For more information, see “How to Resize Photos to Fit a Frame.”
5. Choose print to make a printout.

3.6 How to Resize Photos to fit a Frame

You can resize your photo to fit your calendar, sports card or magazine cover in three different ways.

3.6.1 Manual Adjustment

One way to change the size is to click on a tab at the corner of the photo and drag to the desired size. Adjust the photo until it fills the allowed space. Clicking the “Aspect Ratio” checkbox will ensure that the horizontal and vertical proportions of your photo remain constant, so people or objects will not appear too wide or too tall.

3.6.2 Auto Fit

If you want the picture to fit into the predefined area and keep its proportions, you can click on the Size menu and choose “To Fit”. This sizes the picture to the predefined area with no overfill. If, however, the proportions of the photo do not match the predefinition, there will be a blank section wherever the photo is too narrow to fill the space. To eliminate this space and completely fill the frame, choose “Auto Fill”.

3.6.3 Auto Fill

If you want the picture to fill in the default predefined area, click on the Size menu and choose “To Fill.” This fills the predefined space with the picture. If “Aspect Ratio” is checked, the proportions will remain constant, but part of the photo may remain hidden from view behind the frame.

Whatever adjustment method you choose, you can still manually resize your photo if you wish (See Section 3.6.1: Manual Adjustment), and then print.

3.7 Add a Picture Frame

This effect does just what it suggests - puts your favorite photos in a suitable frame. There are many frames from which you can choose, from classic frame styles to amusing ones such as a TV screen or film strip.

1. Get the photo you want to frame by clicking on Open Image from the Button Bar, or choosing Open under the File menu.
2. Select “Insert” then “Picture Frame” from the menu bar.
3. Choose the picture frame you want from the left hand selection menu and click “OK”.
4. You can print your framed photo by selecting “File” then “Print” from the menu bar.

3.8 How to Turn your Photo into a Coloring Book

1. Get the photo you want either from the photo album, by using Open Image on the Button Bar, or by choosing Open under File on the Menu Bar.

1. Select the Coloring Book button on the Button Bar.
2. Click OK, and your photo will become outlined like a page out of a coloring book!

3.9 How to Turn your Photo into a Cartoon

1. Get the photo you want either from the photo album, by using Open Image on the Button Bar, or by choosing Open under File on the Menu Bar.

1. Select the Cartoonize button on the Button Bar.
2. Click OK and watch your photo turn into a funny cartoon.

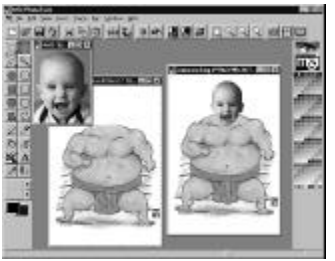
3.10 How to Turn your Photo into an Oil Painting

1. Get the photo you want either from the photo album, by using Open Image on the Button Bar, or by choosing Open under File on the Menu Bar.

1. Select the Oil Painting button on the Button Bar.
2. Click OK, and your photo will instantly show softened lines and even suggest the appearance of brush strokes as it becomes a work of art.

3.11 How to Create a Body Switch

1. Select “Fun with Photos” in the Activity Guide.
2. Select “Do a Body Switch”
3. Select the photo you want from your photo album or click on Select from Disk or Floppy.
4. Choose the cartoon body you want. Your photo and the cartoon body will appear on a split screen.
5. Highlight your photo by clicking on it.



1. Pick a selection tool from the top of the tool bar (Select by Ellipse, Rectangle or Freehand) and outline the head area on your photo.
2. Click the left mouse button and drag the cutout photo over to the cartoon image. Release the mouse button and the head will appear on your cartoon screen.
3. Place it on the body and adjust the head size as required, using the tabs outlining the image.

3.12 How to Add Word Balloons

1. Select “Fun with Photos” in the Activity Guide.
2. Select “Add A Word Balloon”

1. Select the photo you want from your album or click on “Select from Disk”.
2. Choose the word balloon you want and click “OK”.
3. Resize the balloon to the size you want and click outside of the outlined balloon area.
4. Select the “Add Text” tool and write the text you want in the space provided. Adjust text size, remembering that it needs to be small enough to fit within the balloon.
5. Click “OK” and position the text within the balloon. If the text is too big you can delete it by selecting “Edit”, then “Undo” from the menu bar, and then select the Add Text tool again, write in your text, and choose a smaller text size.

3.13 How to Add Props

1. Select “Fun with Photos” in the Activity Guide.
2. Select “Add a Prop”.
3. Choose the prop you want, click “OK” and it will appear on top of your photo.
4. You can resize the prop if desired and move it to the area of your photo where you want it to appear.
5. Click outside the dashed line and your new prop will be set in place.

3.14 How to Add Text Captions

1. Get the photo you want either from the photo album, by using Open Image at the far left of the button bar, or by choosing “File” then “Open” from the menu bar.

   1. Select the Add Text tool from the tool bar and type in your text.
   2. Choose the font, style and size you want.

3. Click “OK”. The text will appear at the top of your photo. Notice a dashed outline surrounding your text in a box. Move the box of text around until you place it where you want it to appear on your photo. Then, click on the mouse outside the text box and the dashed line will disappear.

3.15 How to Repair Cracks or Remove Objects from Photos

If you have a favorite wedding photo, for example, with too many people in the picture, or an old photo with a damaged area, you can remove or repair sections of your photo using the Clone Tool.

1. Get the photo you want from the photo album, or by using Open Image at the far left of the button bar, or by choosing “File” then “Open” from the menu bar.

2. Select the Clone tool from the tool bar.

3. Find an unaffected area of the image that resembles the damaged part you wish to cover up, so you may clone a good area over the blemish. Click on the undamaged area; a flashing cross appears. Move the cursor a short distance and click the left mouse button so that the two crosses become linked. Now scribble the clone tool over the damaged area while holding down the left mouse button. You can adjust the size of the clone tool using the pen setting icon on the tool bar. Scribble with the clone tool to cover as much of the image as necessary.

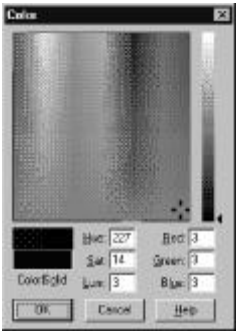
3.16 How to Remove Red Eye

1. Get the photo you want from the photo album or by using Open Image at the far left of the button bar, or by choosing "Open" under File on the Menu Bar.

1. Zoom in to the eye using the zoom button.

2. Select the Magic Wand from the tool bar on the left side of the screen.
3. Scribble the Magic Wand over the red area of the eye by holding down the left mouse button.

4. Choose the foreground portion of the foreground/ background color tool at the bottom of the Tool Bar.



1. The Color dialog box will appear. Click on the grey area at the bottom right of the color square (cross hairs) then select black from the color bar on the right of the dialog box. Click OK.
2. Go to the scissors on the button bar and click once. That will change the red eye pupil to normal black.

3.17 How To Adjust Brightness

1. Go to the sun icon on the button bar and click once.
2. Move the cursor on the brightness slide bar up for brighter or down for darker.
3. Click on “Preview” to see the changes on your image.
4. If you are happy with the changes in brightness, click “OK” (You can also adjust brightness by choosing Photo and then Brightness on the menu bar).

3.18 How To Enhance Colors

To enhance your image by sharpening or softening contrasts.

1. Go to the color meter button.
2. Move the cursor on the slide bar up for brighter or down for darker.
3. Click on Preview to view your selected enhancement level.

4. Click “OK” if you are satisfied with the change (You can also enhance your image contrast by choosing Photo and then Enhance Colors on the menu bar).

3.19 How to Change Your Photo's Layout

3.19.1 Photo Size

1. Go to “Image” on the top menu bar
2. Go to “Resize” on the Image menu
3. Select the desired size on the “Change Image Size” window. This changes the size of your working area.
4. Decide whether you want the photo to expand to cover the working area, and if so click on “Stretch to Fit New Size” so that the box is check marked. If you want to add more blank drawing space without enlarging the photo, be sure that the “Stretch to Fit” box is not check marked.
5. Click “OK”.

3.19.2 How To Change Photo Orientation

To rotate the image 90 degrees clockwise, go to the Rotate Clockwise icon on the button bar and click once. (Or, from the menu bar choose Image, and then Rotate). To rotate 180 degrees (to in effect, turn it upside down), click twice. To rotate it 270 degrees, click three times. To return the photo to its original position click a fourth time.

For a mirror image of your photo, go to the button bar and select the mirror icon. (Or you can choose Photo, and then Mirror from the menu bar above it). This will automatically flip, or reverse the orientation of your photo. Note: If desired you can first select an area of the photo, then click on the mirror image “apples” icon on the button bar to mirror that part of the photo.

3.19.3 How to Trim an Area of Your Photo

To remove a selected area of your photo, drag an area with the mouse and select the Cut icon from the Button Bar. The area highlighted will be removed.

To keep the selected area and discard the surrounding image, drag an area with the mouse to define a part of the photo to retain, then select “Trim” from the Edit menu. The area outside the square will be discarded.

3.20 Use Your Photos to Create Great Flyers and Advertisements

There are many ways you can use photos to give your advertisements and flyers added impact. For example, you could choose to use a photo as the entire flyer background, adding text on top of it. Or you could arrange several photos on the same page, such as showing the antique table, the old bike, and other items you have for your garage sale.

For every layout you choose, simply get the photos you want and resize them to suit the flyer or ad, and then write your advertisement using the Add Text tool. You can copy and paste your photos into other applications like Microsoft Works, Microsoft Office, Microsoft PowerPoint and Broderbund Print Shop.

3.21 Use Your Photos to Create A+ School Projects

Impress your teacher and classmates when you import your photos into your next school project. Make your geography project on the Galapagos Islands come alive with a picture of a giant turtle. Submit a science project complete with “before” and “after” photos of your experiment to show graphically how your plants grew using a particular kind of fertilizer. Use

MGI PhotoSuite SE to alter and enhance your photos before you copy and paste them into your project.

- Use the Special Effects to add interest to your projects. Try the Crystallize, Mosaic, Emboss or other filters to create unique effects and backgrounds.
- Experiment with changing the size and orientation of your photograph.
- Create Text Captions, use a Body Switch, or surround your photo with a Picture Frame.
- Drag & drop, or Cut & Paste photos from MGI PhotoSuite SE or other applications.
- Get photos from other applications and the Internet to create exciting multiple photo collages!

3.22 Use Your Photos to Create Powerful Business Presentations

Imagine how impressive your next business presentation will be with photos to grace the cover or illustrate important points. Consider how much more effective your charts and graphs will turn out with a photo behind them, representing your topic. Use a photo as a background, or as a centerpiece.

Presentations can easily be made more impressive with MGI PhotoSuite SE. Enhance your photos using MGI PhotoSuite SE and then import them into the word processing package, spreadsheet or slide presentation program you want, using the Insert feature on those packages.

- Use the Special Effects to add interest to your projects. Try the Crystallize, Mosaic, Emboss or other filters to create unique effects and backgrounds.
- Experiment with changing the size and orientation of your photograph.
- Create Text Captions, use a Body Switch, or surround your photo with a Picture Frame.

- Drag & drop, or Cut & Paste photos from MGI PhotoSuite SE or other applications.
- Get graphics from other applications and the Internet to create exciting multiple photo collages!

3.23 How to Put Your Photos Into Windows Wallpaper

You can use MGI PhotoSuite SE to put your photo on the background of your computer screen.

1. Get the photo you want either from the photo album, by using Open Image at the far left of the button bar, or by choosing Open under File on the menu bar.
2. Select Fun from the menu bar above your screen.
3. Choose Set as Windows Wallpaper. Click on that and your photo will be positioned in the center of the page as your screen "wallpaper" or background.

3.24 How to Put Your Photos Into a Windows Screen Saver

It's easy to turn photos into a Screen Saver with MGI PhotoSuite SE.

1. Get the photo you want either from the photo album, by using Open Image at the far left of the button bar, or by choosing Open under File on the menu bar.
2. Select Photo from the menu bar above your screen.
3. Choose Set as Windows Screen Saver. Click on that and your photo will appear every time you leave your PC unattended for a few minutes.

3.25 Printing

MGI PhotoSuite SE has been created to work well with all popular black and white as well as color printers (such as Epson, Citizen, Hewlett Packard, Canon and Lexmark inkjets.) When you print the photos that

you've enhanced through MGI PhotoSuite SE you can be assured of great printouts on the most basic, affordable printers.

4. Photos and the Internet

The Internet is a popular medium for people to access and download information such as text, drawings, and photos. There are many interesting photos to choose from that you can download and use as “canvases” for your own artistic enhancements using MGI PhotoSuite SE.

4.1 How to Get (download) a Photo From the Internet

Running your favorite browser program, such as Netscape Navigator or Microsoft Explorer, locate the photo you want to capture on the Internet. Saving a photo can be done many different ways, so consult the online help of your browser program. Using Netscape Navigator (note: for other browsers, consult the online help):

1. To select a photo from a web page, click with the right mouse button.
2. From the menu that appears, select View Image.
3. From the same menu (or from the File menu), click on Save Image As, type in a name for the image, and save it into a hard drive directory. Once saved, your photo can be opened up, deleted or modified in MGI PhotoSuite SE whenever you wish.

4.2 How to Put a Photo on the Internet

There are few things to consider before you post a photo on the Internet. A file size can affect the time required to transfer and display a photo over the Internet. The larger the file size the longer it takes to transfer the photo electronically over phone lines. Therefore, the image file size should be small. A good rule of thumb is to use JPEG when posting a photo on the Internet. This format compresses the file size to minimize transfer time over phone lines.

4.3 How to Make MGI PhotoSuite SE Your Internet Image Viewer.

Most Internet Browser programs such as Netscape Navigator allow you to specify what software to use when viewing downloaded images from the Internet. MGI PhotoSuite SE is an excellent program for viewing downloaded images and we recommend that you make it your Internet image viewer. To do this with Netscape Navigator (2.0),

1. Open Netscape Navigator
2. On the menu bar select Options, General Preferences.
3. In the General Preferences dialog box, click on the tab marked "Helpers"
4. Select "image/jpeg".
5. In the "Action" section of the General Preferences dialog box click "Launch the Application"
6. Browse to pstarter.exe. The default path for this is: c:\photos\pstarter.exe
7. Repeat steps 4-6 for "image/tiff" and "image/gif".
8. Click OK when done.
9. MGI PhotoSuite SE will now act as you Internet Image Viewer for downloaded images in Netscape Navigator.

If you use an Internet browser program other than Netscape Navigator, please consult your Internet browser program user guide for how to install an image viewer.

5. How to Get Technical Support

Need help? No problem. Simply consult the MGI PhotoSuite SE online manual by selecting “Help” on the menu bar and then clicking on “Contents”. You can also fax your questions to MGI at (905) 764-7110 or e-mail us at support@mgisoft.com

Don't forget to visit our website from time to time to find out what's new with MGI PhotoSuite Starter Edition, MGI PhotoSuite, and MGI's other exciting software products! And check for new templates as they become available. Our website address is: http://www.mgisoft.com

6. How to Order your MGI PhotoSuite 8.0 Upgrade

It's easy to upgrade from MGI PhotoSuite SE. MGI PhotoSuite 8.0 will let you create even more dazzling photo effects. It has more special effects, lens effects, decorations and frames; TWAIN support for digital cameras and scanners; a photo organizer; screen capture for retrieving images from CD-ROM encyclopedias or from the Internet; and a bonus Multimedia Library filled with hundreds of professional color photos, sound effects, music files and animations. You can do so much with MGI PhotoSuite SE, just imagine what you can achieve with MGI PhotoSuite 8.0!

To upgrade to MGI PhotoSuite 8.0, just call our Sales Department at 1-888-MGI-SOFT toll free, choose Product Ordering, or visit our Internet Home Page at http://www.mgisoft.com